

Custodial, Labor and Trades Branch
Skilled Trades Group
Automotive Maintenance Series

AUTOMOTIVE TECHNICIAN II

07/03 (AIS)

General Purpose

Under general supervision, supervise and perform a variety of journey level skilled work to repair and maintain specialized and complex gasoline, diesel and alternative fuel powered automotive and related equipment.

Typical Duties

Direct and perform general overhaul and repair on all types of gasoline, diesel and alternative fuel powered engines. Involves: Maintain and repair such specialized equipment as bulldozers, sweepers, graders, power motors, fire apparatus, including pumps and special attachments and aircraft support equipment. Replace valves, pistons, piston rings, main bearings and crank shafts. Grind valves and valve seats. Re-assemble engines. Test, tune and adjust carburetors, electrical timing, clutches, transmissions and differentials. Operate dynamometer machine. Align, repair and rebuild front ends. Perform state vehicle inspections, as assigned. Maintain records of time and materials used on each piece of equipment. Perform some welding, if required. Comply with and enforce safety regulations.

Supervise assigned subordinate personnel in automotive servicing activities. Involves: Schedule, assign, guide and check work. Appraise employee performance. Engage in or arrange for employee training and development. Enforce personnel regulations, department policies, and work rules regarding attendance and standards of conduct.

Perform related incidental duties contributing to realization of unit or team objectives as required. Involves: Substitute for supervisor or coworkers to maintain continuity of ordinary operation, if delegated. Provide designated support for projects or activities as instructed. Explain and demonstrate work performed to assist supervisor in training less knowledgeable employees. Maintain tools, equipment, materials and supplies, and keep work area orderly, safe and clean.

Knowledge, Abilities and Skills

- Good knowledge of automotive and related equipment repair methods, principles and techniques.
- Good knowledge of trade occupational hazards and safety procedures.
- Some knowledge of diesel, gas and alternative fueled engines and related equipment maintenance procedures.
- Some knowledge of computer controlled engines and equipment.
- Some knowledge of air conditioning service and repair.
- Some knowledge of the theory of hydraulics.
- Ability to identify, diagnose and repair automotive mechanical problems.
- Ability to operate diagnostic equipment.
- Ability to follow oral and written instructions.
- Ability to read and understand maintenance manuals.
- Ability to firmly and impartially supervise, evaluate and train subordinate employees.
- Ability to establish and maintain effective working relationships with fellow employees.
- Ability to maintain repair and time records.
- Skill in safe operation and care of motor vehicles and mobile construction equipment.
- Skill in safe operation and care of trade tools and equipment.

Other Job Characteristics

- Frequent lifting and carrying of moderate weight objects (up to 50 pounds).
- Frequent climbing, standing walking, kneeling, stooping and bending.

- Occasional test driving within repair yard or through City traffic.

Minimum Qualifications

Education and Experience: Equivalent to a high school diploma or General Education Development (GED), plus four (4) years experience in automotive equipment repair, including two (2) years at the level of Automotive Technician I.

Special Requirement:

- If appointed to department which does not provide tools of the trade, a tool allowance will be provided. A list of minimum departmental tool requirement is on file in the Human Resources Department.
- May be subject to call during non-working hours.
- Positions assigned duties which require a Commercial Driver's License (CDL) to operate vehicles on public thoroughfares, [or positions of a safety sensitive nature with Mass Transit], are subject to federal drug and alcohol testing regulations, which include preemployment, post-accident, reasonable suspicion, random, return to duty and follow-up testing.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent from another state. Some positions may require a Texas Class "B" Commercial Driver's License or equivalent from another state. Some positions may require certification of competency as a Technician of Alternative fuels issued by the LP gas division of the Texas Railroad Commission within one (1) year of appointment.

Human Resources Director

Department Head

Department Head

Department Head

Department Head

Department Head